



SOUTH DAKOTA DEPARTMENT OF AGRICULTURE

WILDLAND FIRE SUPPRESSION

4250 Fire Station Rd Suite #2

Rapid City, SD 57703-8722

Phone (605) 393-8011 / FAX (605) 393-8044

Web Address – www.state.sd.us/doa

SD Wildland Fire Contractor Work Plan

Attached is a listing of the Equipment available for use on Wildland Fires. The rates that are assigned to each piece of Equipment are based on the rates established in the Rocky Mountain/Great Basin geographic area and approved by the Secretary of the SD Department of Agriculture. You can also refer to Chapter 50 in Rocky Mountain/Great Basin Incident Business Supplements or to SD Wildland Fire Incident Business Web Page at <http://www.state.sd.us/doa/wfs/firebusiness.htm>.

Crew Time Reports (CTR's) – All State of South Dakota Resources should be using the CTR's from South Dakota State. They are a three part form, which the white copy is to be turned into the SD Fire Business Accountant, yellow copy is the incident time units copy and the pink copy is the Contractor/Cooperators copy.

Rates – The rate for Engines and Water Tenders includes the personnel at the manning level further identified in their agreement. When an individual is on a fire in an Overhead position they are paid at the current AD rate for that position. You do not need the AD Hire paperwork because they are Cooperators with the State of South Dakota. The easiest way to set them up in ISuite is to put them in as an other, the rate will be whatever the AD rate is.

Guarantee - The contractor will not be paid the daily Guarantee if one is stated.

Crew Rotation – Contractors/cooperators are allowed under their agreement with the State of South Dakota to be reimbursed for the expenses to rotate the personnel to staff their equipment, as long as the Incident approves the expenditure.

Manning Levels – The manning levels as stated in the Supplements to the Interagency Incident Business Management Handbook will be followed by all contractors. A deduction of \$25 per person per hour will be made when the manning level is not met.

Meal Breaks – Meal Breaks are non-compensable time. Therefore the Engine and personnel time should match. If the personnel are showing a meal break then the Engine takes a break.

Severity Patrol – When a contractor is requested for Severity Patrol a deduction of 25% will be made, in the hourly rate of pay. Or they will be paid 75% of the hourly rate of pay, for each hour worked.

Compressed Air Foam Systems (CAFS) – This is an additional fee per hour and is not dependent upon usage. This fee is already added to the rate in the work plan.

Payment Documents – All Original Paperwork will be sent home with the Contractor to be submitted to SD Wildland Fire Suppression or it can be mailed to SD Wildland Fire Suppression by the Incident at the address below.

Payments – The Original documentation must be turned in to SD Wildland Fire Suppression, by the Contractor or the Incident.

Payment Office Address: Fire Business Accountant
SD Wildland Fire Suppression
4250 Fire Station Road, Ste #2
Rapid City, SD 57703



Brenda M. Even
Sr. Accountant/Fire Business Accountant
SD Wildland Fire Suppression